

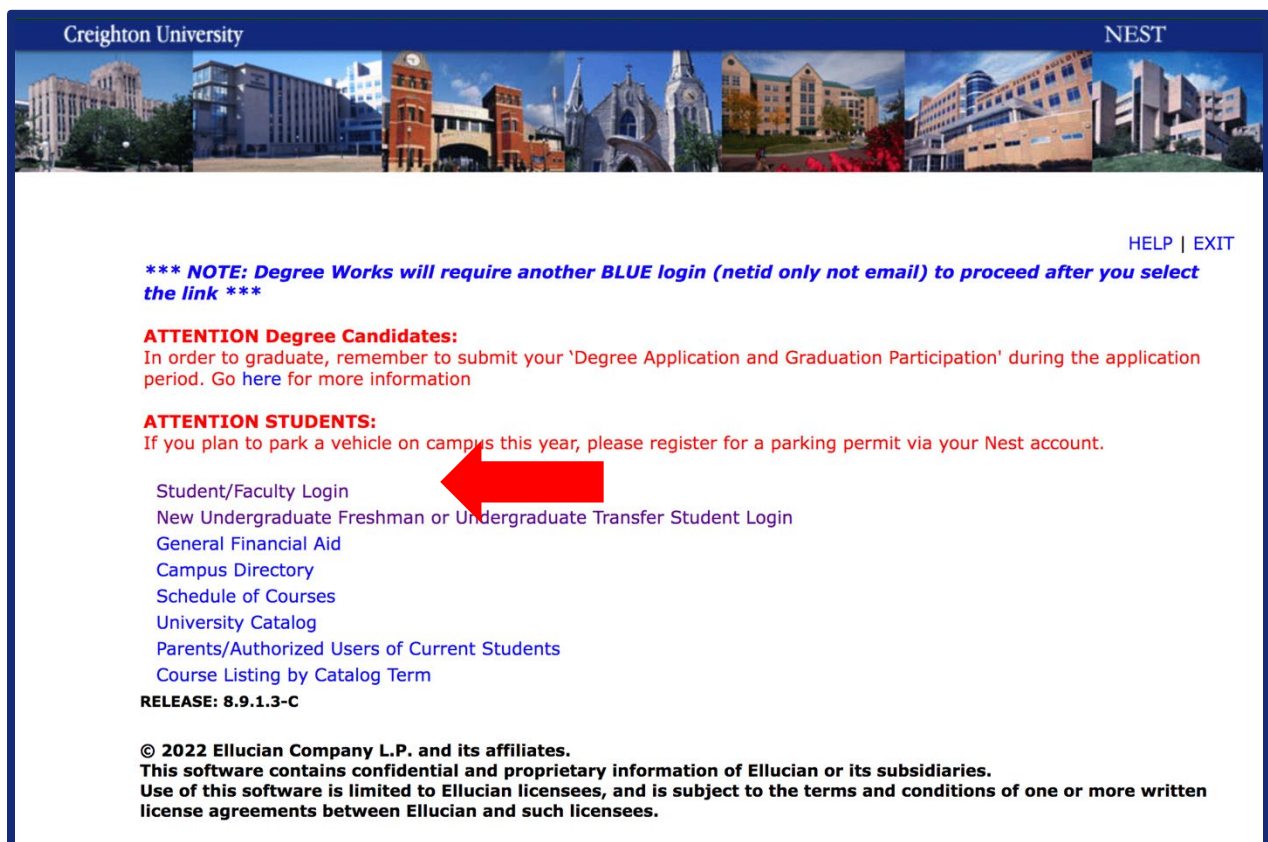
Welcome to Creighton!

In this handout, you will learn the basics of course registration

- How to Log In
- How to Search for Courses
- How to Register for Courses
- Registration Errors
- Degree Works
- Add/Drop/Withdrawal

How to Log In

- Go to thenest.creighton.edu (you should see the page below)



Creighton University

NEST

HELP | EXIT

***** NOTE: Degree Works will require another BLUE login (netid only not email) to proceed after you select the link *****

ATTENTION Degree Candidates:
In order to graduate, remember to submit your 'Degree Application and Graduation Participation' during the application period. Go [here](#) for more information

ATTENTION STUDENTS:
If you plan to park a vehicle on campus this year, please register for a parking permit via your Nest account.

[Student/Faculty Login](#)

[New Undergraduate Freshman or Undergraduate Transfer Student Login](#)

[General Financial Aid](#)

[Campus Directory](#)

[Schedule of Courses](#)

[University Catalog](#)

[Parents/Authorized Users of Current Students](#)


[Course Listing by Catalog Term](#)

RELEASE: 8.9.1.3-C

© 2022 Ellucian Company L.P. and its affiliates.
This software contains confidential and proprietary information of Ellucian or its subsidiaries.
Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

- Click on Student/Faculty Login
- After logging in, you will see the page below

Creighton University NEST



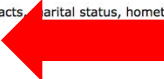
[Personal Information](#) [Student Services](#) [Student Accounts](#) [Financial Aid](#)

Search [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Refunds - To receive refunds quickly please set up direct deposit in your financial portal by clicking the "Student Accounts" tab then the "Account Information" link.

[Personal Information](#)
Update address, phone, emergency contacts, marital status, hometown, expected graduation date. Review procedures for name or SSN change. Allow or restrict directory information release. Request Student Parking Permit.

[Student Services](#) ← 
Register; View your Academic Records.

[Student Accounts](#)
View your Account Information; Sign up for Direct Deposit; Waive optional fees; Waive Health Insurance; Add or change meal plans; Sign up for MET Plan.

[Financial Aid](#)
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

[User Feedback](#)
Help us improve Self-Service by providing feedback.


[Pay School's Class Reservation Deposit Online](#)
School of Medical / School of Dentistry

[Immunizations](#)
Enter and upload required immunizations in [The Bird House](#).

[Residence Life](#)
View housing information; Sign up for E-Lottery; Pay reservation fee.

- Click on Student Services, then you will be directed to the page below


Creighton University NEST



[Personal Information](#) [Student Services](#) [Student Accounts](#) [Financial Aid](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Services

[Registration](#) ← 
Check your registration; Select variable credits; Display your class schedule.

[Student Records](#)
View your holds; Display your grades; Request your transcript.

[Authorize Your Parent or Others to View Your Information](#)

[Immunizations or Waive Insurance](#)
Enter and upload required immunizations or Waive Insurance in [The Bird House](#).

- Click on Registration, then you will be directed to the page below

How to Search for Courses

Personal Information **Student Services** Student Accounts Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration

UNDERGRADUATES:
FALL AND SUMMER REGISTRATION: Contact your advisor for PIN and Registration Time.
SUMMER Registration begins March 24, 8:30 AM for everyone.
SUMMER ADD/DROP/WITHDRAWAL: <https://my.creighton.edu/registrar/registration/summerterminstructions/>

SPRING 2022 ADD/DROP/WITHDRAWAL

UNDERGRADUATE STUDENTS:

- The Last day to withdraw with a grade of "W" is April 1.
- For 8-week courses, contact the Registrar's Office for Add/Drop/Withdrawal deadlines.
- Withdrawal Instructions: <https://my.creighton.edu/registrar/registration/courseadddropwithdrawal/>

ALL OTHER COLLEGES/SCHOOLS: Contact your Dean's Office or Academic Coach for information and assistance.

OVERVERRIDE REQUEST INSTRUCTIONS
See details at [Course Overrides](#).

Select Term

[Check My Registration Status](#)

[Forgot Registration PIN?](#)

[Degree Works Responsive Dashboard](#)
*** You will need to use BLUE login again to access Degree Works *** NOTE: Academic requirements listed on your DW plan correspond to those in the catalog year noted on your plan.

[Add/Drop Classes](#)

[Look-up Classes to Add](#)

[Bookstore](#)

[My Schedule by Day & Time](#)

[My Detailed Schedule](#)

[My Current Enrollment](#)

[My Registration History](#)

- Start by clicking Select Term

Creighton University NEST

Personal Information **Student Services** Student Accounts Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Select Term

Select a Term

Submit

- Select “Fall 2022” and hit “Submit” returning to the main registration

Personal Information Student Services Student Accounts Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration

UNDERGRADUATES:

FALL AND SUMMER REGISTRATION: Contact your advisor for PIN and Registration Time.
SUMMER Registration begins March 24, 8:30 AM for everyone.
SUMMER ADD/DROP/WITHDRAWAL: <https://my.creighton.edu/registrar/registration/summerterminstructions/>

SPRING 2022 ADD/DROP/WITHDRAWAL

UNDERGRADUATE STUDENTS:

- The Last day to withdraw with a grade of “W” is April 1.
- For 8-week courses, contact the Registrar’s Office for Add/Drop/Withdrawal deadlines.
- Withdrawal Instructions: <https://my.creighton.edu/registrar/registration/courseadddropwithdrawal/>

ALL OTHER COLLEGES/SCHOOLS: Contact your Dean’s Office or Academic Coach for information and assistance.

OVERRIDE REQUEST INSTRUCTIONS
See details at [Course Overrides](#).

Select Term
Check My Registration Status
Forgot Registration PIN?
Degree Works Responsive Dashboard
*** You will need to use BLUE login again to access Degree Works *** NOTE: Academic requirements listed on your DW plan correspond to those in the catalog year noted on your plan.
Add/Drop Classes
Look-up Classes to Add
Bookstore
My Schedule by Day & Time
My Detailed Schedule
My Current Enrollment
My Registration History

- Next, click Look-Up Classes to Add (Make sure to search Fall 2022)

Subject: EDU Education
EMBA Executive MBA
EME Emergency Medicine
ENG English
ENT Entrepreneurship
EVS Environmental Science
EXS Exercise Science & PreHlth Prf
FAP Family Medicine
FIN Finance

Course Number: 150

Title:

Instructional Method: All
Distance (online) Course
Distance (online) Program Crs

Credit Range: hours to hours

Course Level: All
Graduate
Undergraduate

Part of Term: All
Non-date based courses only
Term 2 (July)

Instructor: All
Abbott, Amy A
Abel, Peter W

Session:

Attribute Type: All
1CCC Magis: Contemporary Composition
1CCT Magis: The Christian Tradition

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days: Mon Tue Wed Thur Fri Sat Sun

Section Search Reset

- You can look up classes by subject, course number, and session attribute type. You can also look classes up by the other criteria but the three previously mentioned are the first place to start in your class search.
- Upon clicking “Section Search” you will be directed to the courses offered based on your criteria.
- Your page will look like the one below if you search for ENG 150 as shown above.

Sections Found																			
English																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	71261	ENG	150	A	M	3.000	Contemporary Composition:College Composition	TR	09:30 am-10:45 am	6	6	0	0	0	0	Robert S Dornsife (P)	08/17-12/10	CRHL 126	Magis:Contemporary Composition and CCAS_CoreE_College Writing and COBA_Communications and CCAS Course and Education Major Course and Typical Freshman Course and Phi Beta Kappa Liberal Arts and Part of Term 1 Class and Pre-Pharmacy Course
<input checked="" type="checkbox"/>	72104	ENG	150	B	M	3.000	Contemporary Composition:College Composition	TR	11:00 am-12:15 pm	6	6	0	0	0	0	Kathleen Rettig (P)	08/17-12/10	CRHL 331	Magis:Contemporary Composition and CCAS_CoreE_College Writing and COBA_Communications and CCAS Course and Education Major Course and Typical Freshman Course and Phi Beta Kappa Liberal Arts and Part of Term 1 Class and Pre-Pharmacy Course
<input checked="" type="checkbox"/>	71048	ENG	150	C	M	3.000	Contemporary Composition:College Composition	MW	12:30 pm-01:45 pm	6	7	-1	0	0	0	Tamora Ann Whitney (P)	08/17-12/10	CRHL 335	Magis:Contemporary Composition and CCAS_CoreE_College Writing and COBA_Communications and CCAS Course and Education Major Course and Typical Freshman Course and Phi Beta Kappa Liberal Arts and Part of Term 1 Class and Pre-Pharmacy Course
<input type="checkbox"/>	71262	ENG	150	D	M	3.000	Contemporary Composition:College Composition	TR	08:00 am-09:15 am	6	3	3	0	0	0	TBA	08/17-12/10	CRHL 331	Magis:Contemporary Composition and CCAS_CoreE_College Writing and COBA_Communications

- The red arrow points to the CRN, which is a 5-digit number you will need to register for a course.
 - Fall courses have a CRN beginning with a 7
 - Winter courses have a CRN beginning with a 9
 - Spring courses have a CRN beginning with a 1
 - Summer courses have a CRN beginning with a 4
- The red box shows meeting days, times, and class capacity.
 - MW = class meets on Mondays and Wednesdays
 - TR = class meets on Tuesdays and Thursdays
 - MWF = class meets on Monday, Wednesday and Friday
 - M = class only meets on Monday
 - T = class only meets on Tuesday
 - W = class only meets on Wednesday
 - R = class only meets on Thursday
 - F = class only meets on Friday
- “Cap” shows the number of seats in the class.

- “Act” is the actual number of people already registered for the class.
- “Rem” shows the number of seats remaining in the class.
- When there are no remaining seats, it is best to look for another section.
- You can also click on the CRN for a description of the course (shown below).

To view course pre- or co-requisites, click on the CRN link to view Detail Class Information.

Sections Found

Contemporary Composition:College Composition - 71261 - ENG 150 - A

Associated Term: Fall 2022

Registration Dates: Mar 24, 2022 to Aug 23, 2022

Levels: Undergraduate

Attributes: Magis:Contemporary Composition, CCAS_CoreE_College Writing, COBA_Communications, Typical Freshman Course

Main Campus

Lecture/Discussion Schedule Type


Traditional Instructional Method

3.000 Credits

[View Catalog Entry](#)

[View Course Materials](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:45 am	TR	Creighton Hall 126	Aug 17, 2022 - Dec 10, 2022	Lecture/Discussion	Robert S Dornsife (P) 

- Then click on “View Catalog Entry” to see the description of the course.

ENG 150 - Contemporary Composition:College Composition

This course engages students in a variety of writing tasks to prepare them for writing in college as well as post-college and life situations. Students will analyze and construct a variety of texts, using appropriate technologies.

3.000 Credit hours

3.000 Lecture hours

Levels: Undergraduate

Schedule Types: [Lecture/Discussion](#)

English Department

Course Attributes:

Magis:Contemporary Composition, CCAS Course, Education Major Course, Typical Freshman Course, Phi Beta Kappa Liberal Arts, Pre-Pharmacy Course

- Some courses have prerequisites or co-requisites that will be listed in the course description. ENG 150 has no pre-requisites but a description of COM 101 is below to show another example.

To view course pre- or co-requisites, click on the CRN link to view Detail Class Information.

Sections Found

Digital Communication Lab - 71007 - COM 101 - WA

NOTE: Includes an additional course fee. Coreq: ANT 175-1 (71888)

Associated Term: Fall 2022

Registration Dates: Mar 24, 2022 to Aug 23, 2022

Levels: Undergraduate

Attributes: Magis:Oral Communication, Typical Freshman Course

Main Campus

Seminar Schedule Type

Distance (online) Course Instructional Method

1.000 Credits

[View Catalog Entry](#)

[View Course Materials](#)

↑
Co-requisite

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		OnLine	Aug 17, 2022 - Dec 10, 2022	Seminar	TBA

COM 101 - Digital Communication Lab

An introduction to the process by which informed, sound, and sensitive messages are formulated and delivered to influence decision-making. Emphasis on developing analytic approaches to message preparation: the validity, credibility, and uses of evidence; patterns of inference; and the selection and presentation of judgments. CO: Critical Issues in Human Inquiry course.

1.000 Credit hours

1.000 Lecture hours

Levels: Undergraduate

Schedule Types: [Seminar](#)

Communication Studies Department

Course Attributes:

Magis:Oral Communication, Typical Freshman Course, Phi Beta Kappa Liberal Arts

- COM 101 has a co-requisite, meaning the two classes need to be added to your Class Shopping Cart before you Submit (more information on how to add classes together on page 10).

How to Register for Courses

- After making a course list and choosing alternatives, you can return to the Registration page shown below.


Select Term

Check My Registration Status

Forgot Registration PIN?

Degree Works Responsive Dashboard

***** You will need to use BLUE login again to access**

Add/Drop Classes 

Look-up Classes to Add

Bookstore

My Schedule by Day & Time


My Detailed Schedule


My Current Enrollment

My Registration History

- Click on Add/Drop Classes

Registration PIN Verification

 Please enter your Registration Personal Identification Number (PIN) for verification, then click Login.

Registration PIN: 

- Enter the 6-digit Registration PIN given to you by your advisor and hit Submit

Add/Drop Classes: Fall 2022
May 10, 2022 01:33 pm

Add a Course: Type CRNs (Course Reference Numbers) in the Class Shopping Cart. Click Register/Submit when finished. A list of **Registered Classes** will appear, unless you have Registration Errors.

Registration Errors: If you receive a registration error, click [here](#) for descriptions and solutions.

Drop a Course: Under Registered Classes, click the drop-down arrow menu under **Action**. Select DROP. (If no option is listed, you may not drop the course.) When finished, click Register/Submit.

Variable Credits: If you registered for a course with variable credits, credits will appear in red as 0.000. Click on the **number of credits**. **Change Class Options** opens. Enter the number of credits you want to earn for that course.

Need an override? [Click here for instructions.](#)

How do these credits apply to my program? See your [Degree Works Student Evaluation](#) here. NOTE: Please allow 24 hours from the time you register for information to be applied to your Degree Works evaluation.

Registered Classes

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 26, 2022	None	72511	NCR	690	W2A	Graduate	3.000	Standard	Grade	Family Systems and Conflict
Registered on Apr 26, 2022	None	72074	NCR	603	W1A	Graduate	3.000	Standard	Grade	Negotiation
Registered on Apr 26, 2022	None	72385	NCR	625	W2A	Graduate	3.000	Standard	Grade	Systems Thinking in Conflict

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 10, 2022 01:33

Class Shopping Cart

CRNs

Register/Submit Class Search Reset

- Enter CRNs in the boxes indicated by the red arrow
- When you have entered in the CRNs for the classes you plan to take, click “Register/Submit”
- Classes you are registered for will appear in the section indicated by the red box in the picture above
- Co-requisite classes will need to be added together
 - For example, the COM 101 CRN will need to be put in one box and the CRN of its co-requisite ANT 175 will need to be put in the other box and click “Register/Submit”
 - Common co-requisite classes: CHM 203 & CHM 204, CHM 205 & CHM 206, COM 101 & Critical Issues Course (Not all co-requisites listed, only a sample)
- Sometimes registration errors occur preventing registration (examples shown below)

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed Section	72703	ENG	150	F	Undergraduate	3.000	Standard	Grade	Contemporary Composition:College Composition
Time conflict with CRN 70174	73229	PSY	201	A	Undergraduate	3.000	Standard	Grade	Introductory Psychology

Registration Errors

- I have listed the errors below and the meaning of each error

<i><u>REGISTRATION ERROR/STATUS</u></i>	<i><u>WHAT IT MEANS</u></i>
Class Restriction	The course is restricted to students with a specific classification (e.g. FR, SO, JR, SR).
Closed Course/Section	The class is full.
Duplicate Course	You have two sections of the same class on your schedule. Delete/drop one of them.
Field of Study/Degree	The course is restricted to students in a specific major or program.
Instructor Consent	Instructor approval is required.
Maximum Hours Exceeded	You are limited to a specific number of hours based on your level (e.g., 18 credits for undergraduates).
Pre-requisite/Co-requisite/Test Score	You have not met the prior or concurrent requirements for the course.*
Time Conflict	Two or more of your desired courses overlap in time.

*NOTE: If you received a co-requisite error, simply enter CRNs for both courses in the “Class Shopping Cart,” then click submit.

How to Get a Course Override

- Instructions on how to get an override can be found at this link:
<https://my.creighton.edu/registrar/registration/registrationerrors/>

Degree Works

- Another page to be aware of is the Degree Works Responsive Dashboard
- Degree Works helps students track progress on your degree program
 - For questions about Degree Works, contact your advisor or Dean's Office

Registration

UNDERGRADUATES:

FALL AND SUMMER REGISTRATION: Contact your advisor for PIN and Registration Time.

SUMMER Registration begins March 24, 8:30 AM for everyone.

SUMMER ADD/DROP/WITHDRAWAL: <https://my.creighton.edu/registrar/registration/summerterminstructions/>

SPRING 2022 ADD/DROP/WITHDRAWAL

UNDERGRADUATE STUDENTS:

- The Last day to withdraw with a grade of "W" is April 1.
- For 8-week courses, contact the Registrar's Office for Add/Drop/Withdrawal deadlines.
- Withdrawal Instructions: <https://my.creighton.edu/registrar/registration/courseadddropwithdrawal/>

ALL OTHER COLLEGES/SCHOOLS: Contact your Dean's Office or Academic Coach for information and assistance.

OVERRIDE REQUEST INSTRUCTIONS

See details at [Course Overrides](#).

[Select Term](#)

[Check My Registration Status](#)

[Forgot Registration PIN?](#)

[Degree Works Responsive Dashboard](#)

*** You will need to use BLUE login again to access [Degree Works](#). NOTE: Academic requirements listed on your DW plan correspond to those in the catalog year noted on your plan.

[Add/Drop Classes](#)

[Look-up Classes to Add](#)

[Bookstore](#)

[My Schedule by Day & Time](#)

[My Detailed Schedule](#)

[My Current Enrollment](#)

[My Registration History](#)

Add/Drop/Withdrawal

- Add/Drop is the period when you can change your schedule. It begins the day you are eligible to register and ends at 11:59 PM on the deadline for your program and term.
 - Last day to add classes for Fall 2022: August 23, 2022
 - Last day to drop classes for Fall 2022: August 26, 2022
- Withdrawal differs from Drop. The Withdrawal period begins after the Add/Drop deadline for your program. When you withdraw from a course, you receive a grade of “W” for that course.
 - Last day to withdraw from classes for Fall 2022: November 4, 2022
- For more information about Add/Drop/Withdrawal you can follow this link:
<https://my.creighton.edu/registrar/registration/courseaddropwithdrawal/>